

How the Certificate for Teachers and Trainers works

Functions of a Certificate Centre

What does a Centre have to do?

We require you

- To ensure the quality of professional development experiences and programme(s) leading to the Certificate.

The Centre provides the Certificate programme – which may involve some support from external agencies e.g. a local teacher training institution. We encourage Centres to use the resources from CIE as much as possible.

- To provide the personnel who design and manage the Certificate programme, and who train candidates in the skills and knowledge required by the Certificate.

While the roles need to be clearly defined (e.g. the Master Trainer), we do not expect these to be full-time. Members of the team involved with running the Certificate can have more than one role to play, e.g. the same person may be involved as trainer and as performance observer.

- To give appropriate support to candidates as they prepare assignments for the Certificate.

Support needs to be both to the group and to individuals, making the most of the experience, expertise and interests of staff within the Centre and the opportunities in practice for learning from each other.

- To manage sufficient and appropriate facilities for the Certificate programme.

Given the size of the Certificate group in the Centre and mode of operation, these facilities need to meet the needs of candidates and trainers, e.g. a learning environment which accommodates active learning using a range of approaches.

- To follow the administrative procedures given by CIE for the Certificate.

CIE gives clear instructions and the Centre needs to ensure that candidate entries and assignments are completed and submitted according to these guidelines.

Centre registration

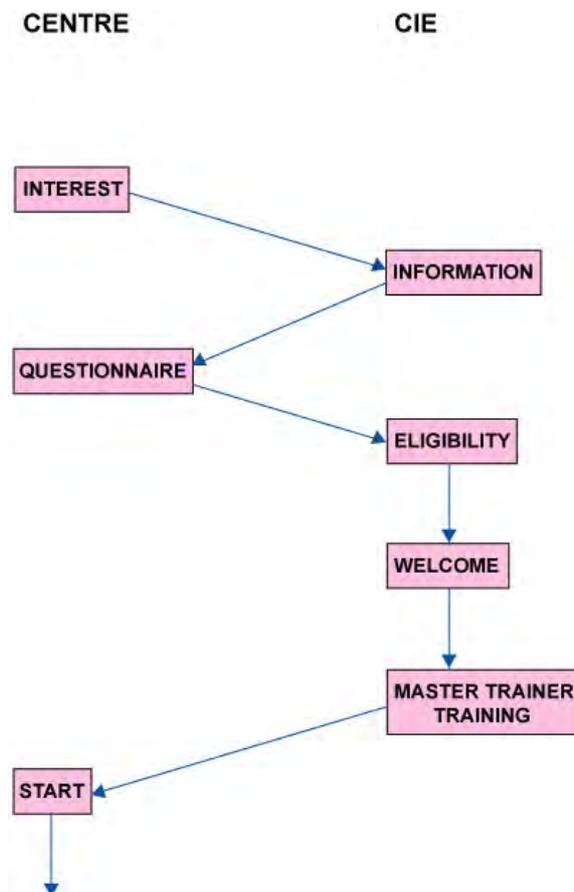
We assume that institutions interested in becoming Certificate Centres will have thoroughly read the information about the Certificate available on the CIE website, including the core documents such as the syllabus.

When eligibility is granted, the Centre will receive an official letter confirming eligibility and a welcome pack, consisting of:

- This booklet : *Planning for the Effective Delivery of the Cambridge International Certificate for Teachers and Trainers*
- Contents list of the Guide (which is separately emailed to the Centre and is also available on the CIE Teacher Support Site)
- Administration Guide to Cambridge International Diplomas
- Administration Support Pack CD-ROM

NB this welcome pack will vary. If your Centre is already running a Cambridge International Diploma, you will not need a further copy of the Administration Guide and Administration Support Pack CD-ROM.

Please note that each Centre receives by email one copy of the Guide. The Guide contains several pdfs which you are welcome to copy (soft and/or hard copy) for distribution to your trainers and candidates.



Certificate Resources from CIE

Please make sure you and your candidates are thoroughly familiar with the **syllabus** and the **assignment template**. The syllabus is the prime resource for the Certificate. The syllabus and assignment template are the universal constant reference points for everyone involved in the Certificate.

The Guide provides advice and guidance on key points in the syllabus, readings, and case studies.

We have made sure the Guide corresponds to the syllabus and the assignment, and is easy-to-use and useful for candidates and trainers. We recommend you make as much use of the materials in the Guide as possible. The materials are generic in nature. You will adapt these materials where necessary for your context and for the needs of your candidates.

The Resource List recommends a small number of readings and websites, which we think are generally relevant. As an introductory programme, the Certificate should involve an appropriate, manageable amount of time for the candidate in reading, research and reflection.

We assume you will also yourselves develop and provide suitable professional development materials and activities, to blend with the CIE resources. You will already have your own resources to hand and can develop new resources as necessary. We encourage you to be creative in finding and developing your use of resources.

The Certificate route map

The diagram on page 6 is your route map.

While each candidate's and Centre's journey to the Certificate is going to be in some way(s) special and unique, there are essential milestones for all to pass on their journey.

These are, in sequence:

1. Becoming thoroughly familiar with the Certificate syllabus and its requirements.
2. Planning and preparing the Certificate programme that is best for the Centre and its candidates.
3. Following this programme, making the most appropriate use of the materials in the Guide and combining these with activities and resources developed and provided by the Centre.
4. Completing, submitting and passing the Certificate assignment.
5. When the assignment has been completed successfully, CIE issues certificates, stating the grade achieved (Pass or Distinction).
6. But certification is not the end of the journey, either for the individual or the Centre. The next milestone is evaluation – of the individual experience of the Certificate, of the effectiveness of the Certificate programme as currently designed, and of the way in which it is managed.
7. Evaluation thus leads on to the next round of professional development – for the individual the most appropriate next step in continuing professional development and for the Centre the start of a new (and improved) Certificate programme. We recommend that the most appropriate next step is the Cambridge International Diploma for Teachers and Trainers.



Master Trainer – profile and role

Every Certificate Centre must have a **Master Trainer**. S/he should receive training and be accredited by CIE. This is to ensure that each and every Centre for the Certificate is upholding a consistent quality standard. The Master Trainer in the Centre is a pivotal role for the success of the Certificate programme.

CIE will communicate directly with the nominated Master Trainer in the Centre about Certificate matters.

Profile

The Master Trainer should have:

- Minimum of 5 years' practice as a teacher or trainer, holding appropriate (national) qualification
- Minimum of 2 years' responsibility as a team leader for other teachers/trainers
- Current responsibility for organizing professional development activities for colleagues and/or teacher/trainers attending the Centre's programmes.

Role

The Master Trainer is required to:

- Design and manage the Certificate programme(s) in the Centre so that individual and institutional needs are fully met
- Communicate all CIE information about the Certificate to candidates and colleagues involved in their support, so that they fully understand the Certificate requirements
- Coordinate candidates' professional development and their preparation of assignments to meet the performance criteria and assignment guidelines
- Ensure that the work contained in every candidate's submission is complete and authentic
- Ensure that the entry documentation is complete and correct
- Manage the attendance and work of other trainers, mentors and visiting speakers as necessary.

As you can see, the Master Trainer is not alone in the Centre – s/he is very much a team leader. In a Centre which also runs the Diploma for Teachers and Trainers s/he may be the Master Trainer in charge of the Diploma programme – but this is not essential.

Master Trainer training is available from CIE face-to-face or online.

Contacting CIE

CIE Customer Services is a team of staff dedicated to providing quick and accurate responses to customer enquiries. The team is able to receive enquiries from Centres submitted by telephone, email, fax or letter and aims to respond to all enquiries within 2 working days of receipt. Customer Services may be able to provide an answer to your enquiry immediately, e.g. if you want to know the current entry fee for the Certificate. Otherwise they will forward your enquiry to the appropriate manager in CIE, e.g. the Product Manager for the Certificate, and your enquiry will be given priority.

The Customer Services team can be contacted between 8.00a.m. and 5.00p.m. (UK time) Monday to Thursday and 8.00a.m. and 4.00p.m. on Fridays.

By telephone, CIE Customer Services should be contacted on +44 1223 553554. To help us to provide a response to your enquiry you will be asked for your Centre number, your name and the nature of your enquiry. For enquiries about the Certificate for Teachers and Trainers, please refer to the syllabus number: **8989**.

By email, Centres may send enquiries to international@cie.org.uk. In order to ensure that your queries are dealt with promptly it is essential that you include your Centre number in the Subject Title of the email. You should also include the following information in the text of your message:

- Centre name and number
- Name of member of staff sending the message.

Faxes should be sent to CIE Customer Services on +44 1223 553558. You will need to provide:

- Centre name and number
- Name of member of staff sending the message.

Letters from Centres to CIE should normally be signed by the Head of Centre or designated deputy and addressed to:

Customer Services
University of Cambridge International Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Candidate registration and assignment submission

One of the important aspects of the role of Master Trainer is to make sure that candidates are registered with CIE, and their assignments are submitted correctly according to the instructions given in the Administration Guide and Administration Support Pack CD-ROM, e.g. assignments must be completed using the electronic assignment template provided on the CD-ROM.

The diagram on page 10 presents an outline of the assignment submission process.

Given that these and other essential operations are carried out using information and communications technology (ICT), e.g. email, Centres need to have the appropriate ICT facilities for staff and candidates, and the Master Trainer, the Certificate team, and candidates should be comfortable with using ICT (but do not have to be expert users).

How the Certificate and the Diploma compare

If you are already a Diploma for Teachers and Trainers centre, and a Master Trainer for the Diploma, you will recognise how the Certificate works very much like the Diploma.

If you are already a Diploma centre, extending your eligibility to the Certificate is normally straightforward. We do need additional information, using the eligibility questionnaire, about your plans for the Certificate so that we can better understand your context, e.g. your candidates.

If you are already a Diploma Master Trainer, we will not require you complete a separate Master Trainer training for the Certificate. You will be able to carry across all the expertise and experience you have with the Diploma in designing and managing a Certificate programme.

If the Certificate is your and your centre's first experience of CIE Professional Development Certification, we will require you to undergo Master Trainer training. A benefit is that you will then be able to apply for eligibility to run the Diploma, and have the advantage of already being experienced with the Certificate and being a Master Trainer.

